

Illinois workNet Resume Builder Quick Start Guide

http://www.illinoisworknet.com/Resume

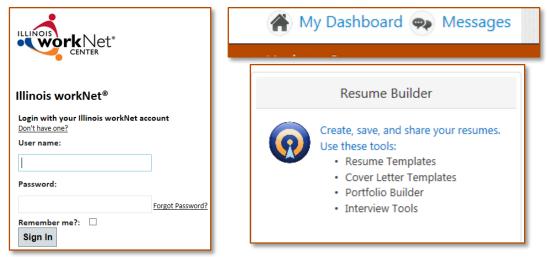
This quick start guide will walk you through the steps to get started with the Illinois workNet Resume Builder.

1. Go to <u>www.illinoisworknet.com</u> and click "Log In" in the header.

Visit the <u>Prepare Your</u> <u>Resume page</u> on Illinois workNet to learn what a resume is and how to use it.

Search	٩
	Log In Sign Up

2. Log in with your username and password. Select "My Dashboard" from the header and then select the Resume Builder link.



- 3. The first time you use the Resume Builder, complete your profile; make sure your full name and complete contact information is correct so employers may email or call you.
- 4. Identify your career preferences, accept the Terms & Conditions, save and continue.

* Preferred Industry:	hold CTRL for multiple selection	
(max. 5)	Academic Accounting Agriculture/Farming/Agribusiness Architecture - Commercial Architecture - Landscape Architecture - Other	•
* Preferred Job Function: hold CTRL for multiple selection		
(max. 5)	Accounting/Finance Administrative/Clerical Advertising Advertising/Marketing/Public Relations Aerospace/Aviation/Defense Agriculture, Forestry, & Fishing	•
* Preferred Work Type: hold CTRL for multiple selection		
(max. 5)	Career/Degreed Co-op Contractor Externship Fellowship Full Time	•

This information will help you fill in the rest of your resume, so take your time and select your best choices.



5. Accept the Terms & Conditions once your profile and career preferences are complete.



- 6. Now you can select to:
 - a. Create or Manage Your Resumes.
 - b. Create or Manage Your Cover Letters.
 - c. Create or Manage Your Portfolios.
 - d. Create or Manage Your Assessments.
 - e. Create or Manage Your Interviews.
 - f. Create or Manage Your Video Resumes.
 - g. Create or Manage Your Resume Websites.

		PORTFOLIOS
Create New Resume Manage Your Resume Cheleas Text Resume for Print Cheleas Text Resume for Print Deses Sample Resume Desete	Create New Letter Manage Your Letters No Letters	Create New Portfolio Manage Your Portfolios No Portfolios
ASSESSMENTS Create New Assessment Manage Your Assessments No Assessments	Create New Interview Manage Your Interview No Interviews	VIDEO RESUMES
Create New Website		

Make sure to browse Sample Resumes as well!

Go to the Qualify for Jobs and select <u>Marketing Your Skills</u> for more information to help your create your resume.

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